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**Board of Selectmen**  
**Special Meeting Minutes of Friday, February 13, 2015**

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**I. Call to Order**

Chairman Kowalski called the Special Meeting of the Board of Selectmen to order at 5:00 P.M. in the Board of Selectmen's Conference Room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. Brian Major-Y (who is out of town due to work commitments was teleconferenced in) Also present: Town Manager Buzz Stapczynski, and Human Resources Director Candace Hall, The meeting was duly posted and recorded.

**II. Opening Ceremonies**

Chairman Kowalski led the meeting in a moment of silence followed by the Pledge of Allegiance.

**III. Town Manager Search Process**

The first request for quotations from executive search firms for the Town Manager Recruitment Search provided four responses. The Board, wanting to ensure a broad net was cast for candidates, requested the search be expanded for an additional week beyond the New England area. The result of the expanded search provided an additional six requests for a total of ten responses to the request for quotations. Candace Hall distributed the summary of the ten RFQ's to the Board.

The Board highlighted the key components they are looking for in a search company which includes:

1. Experience and volume of town manager placements in Massachusetts
2. Knowledge of the Town
3. Awareness of candidate pool

The Board reviewed each company listed on the summary sheet and rated them on a scale of 1-5 according to the qualities they feel best meets the key components resulting in four companies being highly rated: The Collins Center at U/Mass Boston, GovHR USA located in Northbrook, Illinois, MMA Consulting Group, Inc. in Plymouth, Massachusetts, and the Mercer Group located in Atlanta, Georgia.

The Board asked the Director of Human Resources to arrange one hour interviews with the four companies selected on either Tuesday, February 24<sup>th</sup> or Friday, February 27<sup>th</sup> starting at 7:30 A.M. They also asked that the ad which appears in the *Beacon* and ICMA.org be updated.

**IV. Adjournment**

At 5:46 P.M. on a motion by Alex Vispoli and seconded by Paul Salafia, the Board of Selectmen adjourned the meeting of January 9, 2015. Roll call: Brian Major-Y, Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary